

Very important information about using Exl-Plan with Excel 2000, XP, 2003, 2007, 2010, 2013, 2016

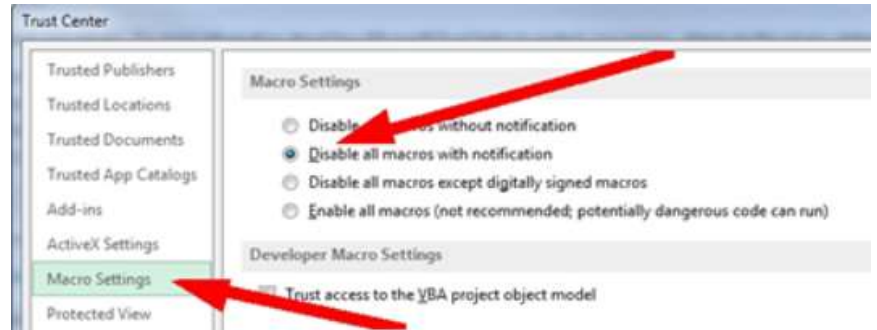
Exl-Plan contains extensive menus which require that Excel's macros be enabled. Changing Excel's security level will not compromise security provided you secured Exl-Plan from PlanWare or another reputable source. To enable macros, proceed as instructed below for the relevant version of Excel.

TIP: Print this page for reference purposes.

If using Excel 2010, 2013, 2016

- 1 Make a once-off change to Macro security settings (if not previously done) as follows:

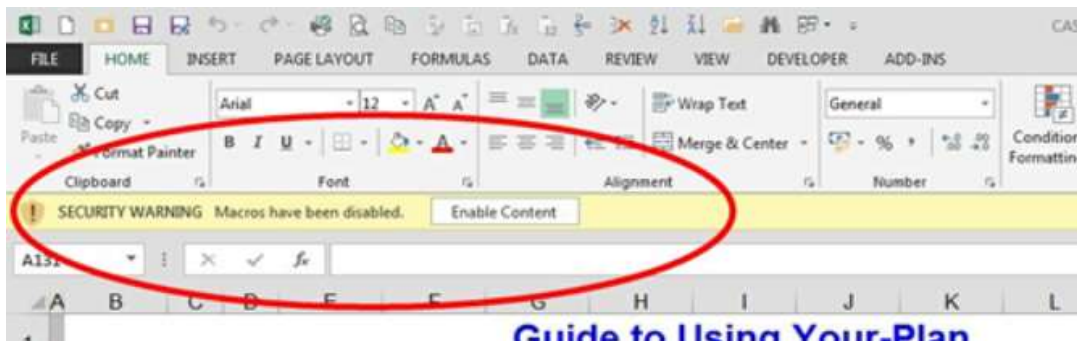
- a Click **File** and click **Options**.
- b Select **Trust Center** from the list of Excel Options and click **Trust Center Settings...**
- c Select **Macro Settings** (as shown opposite).
- d Select **Disable all macros with notification** (second option).
- e Click **OK** twice.



- 2 Close Exl-Plan and then close Excel. This is **essential** for changes to take effect.

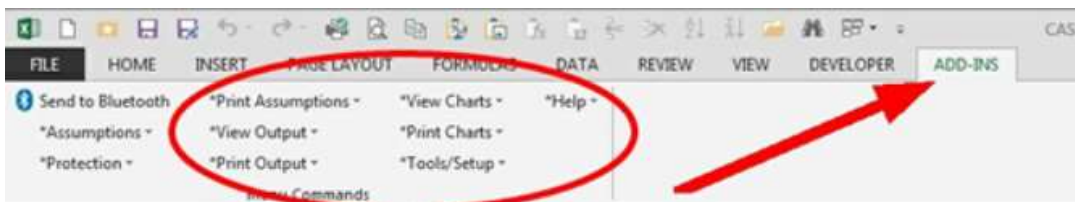
TIP: Take note of the other points below before you close.

- 3 Reload Excel and the Exl-Plan file. When you see a Security Warning (as shown below), click Enable Content and click OK.



- 4 Wait a moment or so while Exl-Plan goes through its setup routines and you'll be taken to its FRONT worksheet.

- 5 If you click the ADD-INS tab (see below), you'll see Exl-Plan's special menus.

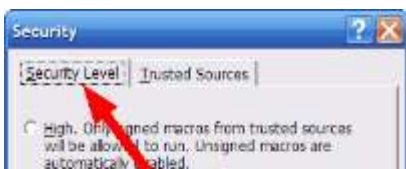


- 6 Exl-Plan has been supplied as an XLS file to ensure comparability with all versions of Excel. If using Excel 2010 or higher, you can save it as an XLSM file to take advantage of the features of these Excel versions.

- 7 You will need to repeat item 3 above if you open a Exl-Plan file after having saved it with a new file name.

If using Excel 2000, XP or 2003

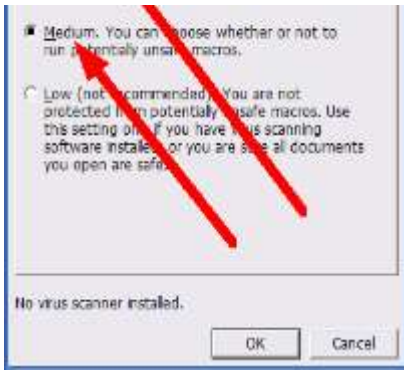
- 1 Go to the **Tools** menu, select **Security** and click the **Security Level** tab as illustrated below.



If using Excel 2007

- 1 Make a once-off change to Macro security settings (if not previously done) as follows:

- a Press the **Office** button (top left corner) and click **Excel Options** (visible at bottom right corner of the Office menu).
- b Select **Trust Center** from the list of Excel Options and click **Trust Center Settings**.
- c Select **Macro Settings** (as shown below).
- d Select **Disable all macros with notification** (second option).
- e Click **OK** twice.

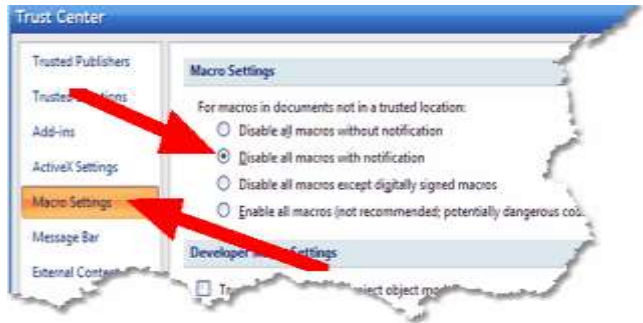


- 2 Change the security level to **Medium** and click **OK**.
- 3 Close Exl-Plan and then also close Excel. This is essential for the change to take effect. *TIP: Take note of other points below before closing.*
- 4 Reload Excel and the Exl-Plan file. When you see a Warning notice, select **Enable Macros**.

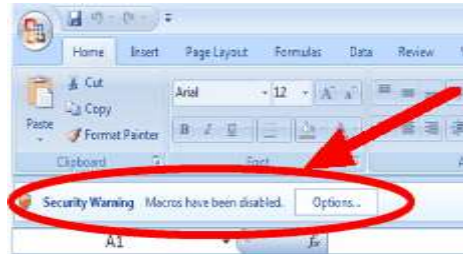


- 5 Wait a moment or so while Exl-Plan goes through setup routines and you'll be taken to its FRONT worksheet. Exl-Plan's menus will now be fully operational.

If you need more help setting up Exl-Plan, see the Frequently Asked Questions at: <http://www.planware.org/cashfaq1.htm>



- 2 Close Exl-Plan and then close Excel. This is essential for changes to take effect. *TIP: Take note of the other points below before you close.*
- 3 Reload Excel and the Exl-Plan file. When you see a Security Warning (as shown below), click **Options**, select **Enable this content** and click **OK**.



- 4 Wait a moment or so while Exl-Plan goes through its setup routines and you'll be taken to its FRONT worksheet.
- 5 If you click the Add-Ins tab (see below), you'll see Exl-Plan's special menus. (Ignore the toolbar as it is not relevant to Exl-Plan)



For more help setting up Exl-Plan with Excel 2007, see the FAQ at: <http://www.planware.org/cashfaq3.htm>